



**United States District Court
District of South Dakota**

VACANCY ANNOUNCEMENT 17-07

POSITION TITLE: Scanning Technician
POSITION TYPE: Part-time, Temporary Assignment
NUMBER OF VACANCIES: 1
LOCATION: Pierre, Rapid City, or Sioux Falls
SALARY RANGE: CL 23/1 (\$15.64/hr)
OPENING DATE: July 5, 2017
CLOSING DATE: August 2, 2017

POSITION OVERVIEW

Applications are currently being accepted to fill a part-time, temporary Scanning Technician position in the U.S. District Court Clerk of Court Office in Pierre, Rapid City, or Sioux Falls. This position is expected to last approximately 16 weeks, dependent upon courthouse needs. Schedule is flexible, but must be between the hours of 8:00 am – 5:00 pm weekdays for a total of 30 hours per two-week pay period.

REPRESENTATIVE DUTIES

The incumbent will primarily scan and upload documents using computer hardware and software designed for this purpose and save those documents to a case management system. The Scanning Technician will also provide limited clerical support, including mail sorting, filing, photocopying, and other related duties as required.

MINIMUM QUALIFICATIONS

Applicants must be U.S. citizens or eligible to work in the United States. Prospective candidates must have a high school diploma, or equivalent, at the time of employment.

DESIRED CHARACTERISTICS

Successful candidates must be able to maintain a professional demeanor, work harmoniously with others, and be responsive, courteous, and polite. Successful candidates must be flexible, conscientious about detail and accuracy, and must be able to meet deadlines

BENEFITS

Temporary employees who are appointed for 1 year or less are covered by Social Security and Medicare.

ADDITIONAL INFORMATION

- Employees are required to adhere to a Code of Conduct for Judicial Employees
- This position is subject to mandatory electronic funds transfer participation for payment of net pay (direct deposit).
- Applicant must be a U. S. Citizen or be eligible to work in the United States.
- New employees must pass a background investigation.
- All court employees are at will, and therefore the selected candidate may be removed from this position at any time if, after reasonable on-the-job training, the selected candidate fails to

perform at a satisfactory level.

APPLICATION INSTRUCTIONS

To be considered, persons interested must submit:

- **An Application for Judicial Branch Federal Employment (AO-78), available at <http://www.uscourts.gov/>. Click on Library>Forms.**

Please mail the completed application to:

**Human Resources – Vacancy 17-07
U.S. Probation/Pretrial Services Office
314 S. Main Ave., Suite 100
Sioux Falls, South Dakota 57104**

or email to: human_resources@sdd.uscourts.gov

Each applicant will be required to fund his or her own travel expenses to and from the interview site.

The court reserves the right to amend or withdraw any vacancy announcement with or without written notice to applicants. If a subsequent vacancy of the same position becomes available within a reasonable amount of time from the original announcement, the Clerk of Court may elect to select a candidate from the original qualified applicant pool.

**THE U.S. DISTRICT COURT, DISTRICT OF SOUTH DAKOTA, IS AN EQUAL
OPPORTUNITY EMPLOYER**